



AGENDA
Public Records Board
March 13, 2017
1:00pm – 3:30pm
Legislative Audit Bureau
Cattanach Training Room, 4th Floor
22 East Mifflin Street
Madison, WI 53703

1. Call to Order (Blessing)
2. Approval of November 14, 2016 Minutes *
3. Comments from Chair – (Blessing) - Matt Blessing will provide an update on the State Archives Preservation Facility (SAPF), currently under construction on Madison's east side. When completed, the new SAPF will preserve the majority of state government records with long-term administrative, legal, and historical value.
4. Committee Reports
 - a. Records Management Committee (Ferguson) *
 - i. Review of Records Retention Disposition Authorizations (RDAs) on First Quarter 2017 Public Records Board Record Series (PRB) Index
(<http://publicrecordsboard.wi.gov/docview.asp?docid=28092&locid=165>)
 - 92 RDAs from 17 state agencies
 - 18 RDAs from 3 counties and local governments
 - 7 RDAs from the University of Wisconsin
 - 0 RDAs from the General Records Schedules
 - b. Operations and Training Advisory Committee Report (Broady-Rudd) - Sandy Broady-Rudd will provide an update on the Committee's current projects.
5. Other Business
 - a. Annual Elections of Public Records Board Officers * - Board to elect officers
 - b. Board Annual Letter * - Letter reporting Board activity to State Agency Deputy Secretaries
 - c. Stacey Rolston, Deputy Administrator, Division of Personnel Management – Ms. Rolston will provide the Board with information on the project to move State of Wisconsin employees' personnel files from paper to electronic format.
6. Adjourn

* Items scheduled for Board action. The Board may also take action on other agenda items as appropriate.